



HEALTH & SAFETY INFORMATION FOR VISITORS

ST URSULA'S CATHOLIC PRIMARY SCHOOL

Fire Evacuation Procedures for Visitors:

If you discover a fire, immediately activate the fire alarm and proceed with the evacuation.

Exit the building via the closest emergency exit, evacuate the building safely and quickly and proceed to the assembly point which is located on the School Field, you must report to the Office Staff.

Do not re-enter the building until instructed to do otherwise.

Smoking on site is prohibited.

First Aid: Should you find yourself or any person within the building requiring first aid, or medical attention please contact the office for the first aid attention.

Accidents: You must report any accident, incident or dangerous occurrence as soon as possible to the Head Teacher/Site Personnel. The LBH Accident/Incident Report Form will need to be completed by you or a representative.

Security: You must not compromise any security measures within the school without prior permission from the Head Teacher.

Safeguarding: If a safeguarding issue should arise please contact the Headteacher (or Deputy Head) immediately.

Please ensure your identity/security badge is visible whilst on site.